

ODP 209-77
8 FEB 1977

MEMORANDUM FOR: Director of Personnel

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Minority Hiring Policies


STAT

1. From recent minority applicant files forwarded to us by [] we have identified several individuals who are well qualified and attractive candidates for our applications and systems programming groups. At the present time we do not have any staff vacancies in these groups. Furthermore, it is our practice to look to our co-op program as the main source of junior level personnel for EOD. We feel that these people have had the opportunity to clearly demonstrate their talent during their co-op years and there is a minimum risk in bringing them on-board as full-time staff employees. Also, we feel we have some obligation to offer them a job when they graduate from school if their performance with us has been satisfactory. We presently have a number of such well qualified individuals waiting for staff openings to occur so they can be brought on board. These individuals represent a considerable investment in time, training and money on the part of ODP.

2. It is my understanding from conversations with the DDA and ADDA that DDA offices will not be penalized for going overstrength to hire exceptionally well-qualified minority applicants so long as there is a reasonable expectation that a position will become available for that person during the following fiscal year. As indicated in paragraph 1 above we have identified several well qualified minority applicants and we would like to hire them under this policy. Such an action would help us in meeting our backlog of work and, perhaps, reduce our dependence on contractor personnel. However, if in doing so we foreclose the opportunity to bring junior level people into the staff from the co-op program, I believe this will destroy the usefulness of the co-op program. I have instructed

my staff to seek minority candidates for entry into our co-op program but the results of this effort will not be felt in our permanent staff for several years. In addition, I am wondering whether personnel hired under this "authorized overstrength policy" can be carried on a separate set of books so as not to adversely affect the ODP average grade and promotional headroom. Because, if application of this policy would result in well-deserving ODP people not being promoted because of a lack of headroom I do not feel it is in the best interests of the MZ Career Service.

3. In view of the questions raised above, it would be helpful if you could clarify the manner in which this program will be administered particularly as it affects average grade, headroom and the entry of junior-level people.


Clifford D. May, Jr.

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cc: DDA/EEO Officer



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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Minority Hiring Policies

FROM:

O/D/ODP
2D00 Hqs.

EXTENSION

NO.

ODP 209-77

DATE

8 February 1977

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Pers
5E58 Hqs.

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